

## Upcoming Courses

December 2018

Date	Course	Start time	Finish time	Location
Wed 12	Mental Health First Aid Refresher	9:30AM	2:00PM	genU BARWON - Little Ryrie Street

**For further information  
and bookings please contact**

training@genu.org.au or  
1300 KTCOURSE (1300 582 687)

genU Training has a long history of supporting and developing the skills and abilities of people with a disability. This course delivers key outcomes for learners seeking to develop their literacy and numeracy capabilities.

In particular, the course assists learners in developing knowledge of strategies to:

- read, write and make meaning of words phrases and sentences
- orally convey personally relevant information
- use numerical information relating to time, money and measurements.

#### Fees

genU Training strives to make course fees inclusive and competitive. Quality learning is important to everyone in our community no matter their circumstances or abilities. genU Training is an approved Skills First RTO, the fee you pay depends on whether you qualify for government subsidies. A genU Training staff member will assist you in determining your course fees.

For details on genU Training's course fees please visit our **Fees & Charges** page.

## Course Units

- (VU21737) Read phrases
- (VU21738) Write phrases
- (VU21739) Communicate orally using phrases
- (VU21740) Read simple sentences
- (VU21741) Write simple sentences
- (VU21742) Communicate orally using simple sentences
- (VU21745) Count and use numbers from 1 to 100
- (VU21746) Count to 50 by multiples of 2
- (VU21754) Use coins and notes
- (VU21755) Use simple addition skills
- (VU21756) Use simple subtraction skills

## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

This nationally accredited course supports learners with permanent intellectual disabilities to develop skills to assist them in the community. It assists learners to enter employment, volunteer work or access further study.

This course assists learners to develop skills and knowledge to assist them in the community after leaving school.

Learners develop learning plans, enhance their self-development, participate in travel and community activities and use technology to assist them in developing future work, training or community activities.

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## Course Units

- (VU21776) Develop and document a learning plan with support
- (VU21777) Enhance self development
- (VU21778) Participate in travel activities
- (VU21779) Investigate future options for further training, work or community activities
- (VU21780) Participate in the community
- (VU21781) Use technology for a range of purposes
- (VU21783) Access the media
- (VU21785) Participate in recreational activities
- (VU21786) Participate in Creative Activities
- (VU21787) Apply communication for a range of purposes

## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

This qualification is open to people with learning, cognitive or developmental disabilities or those with special learning needs.

It assists them to gain the basic employability skills and knowledge needed to gain and maintain employment or undertake further vocational training.

The course delivers learners with:

- Real industry work placement
- Excursions, guest speakers, make-overs, new experiences and lots of fun
- Life skills and career planning
- Knowledge and skills to enhance continued education and employment prospects
- A variety of industry vocational experiences including in retail and hospitality.

#### Fees

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## Course Units

- (BSBITU101) Operate a personal computer
- (BSBWHS201) Contribute to health and safety of self and others
- (ICTICT103) Use, communicate and search securely on the internet
- (VU21664) Prepare for employment
- (VU21666) Participate in job seeking activities
- (VU21771) Develop an individual vocational plan with support
- (VU21772) Develop personal management skills for work
- (VU21773) Participate in vocational activities
- (VU21774) Participate in practical placement with support
- (VU21775) Develop interpersonal communication skills for the workplace

## Upcoming Courses

Phone 1300 582 687 to register your interest in this course.

This qualification gives you practical knowledge and skills to be a first point of contact and assist individuals in meeting their immediate needs.

Importantly, it offers pathways to further study and the chance to develop a rewarding and lasting career in the community services and welfare sectors.

- Support individuals by providing a first point of contact
- Refer individuals to a range of services
- Work effectively with diverse co-workers and clients

### Career opportunities

- Assistant community services worker
- Community services customer service
- Contact officer

### Learning Pathways

- CHC32015 Certificate III in Community Services
- CHC33015 Certificate III in Individual Support (Ageing, Home and Community)
- CHC43115 Certificate IV in Disability
- CHC43315 Certificate IV in Mental Health

### Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$15.50	\$77.50	\$1,860.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees & Charges page](#).

## Course Units

## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

## Course Units

This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centred services. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.

- Learn to respond to client needs and work with diverse people.
- Develop skills to follow safe work practices for direct client care.

### Career opportunities

- Migrant support worker
- Neighborhood centre worker
- Youth support worker
- Volunteer coordinator

### Learning Pathways

- CHC33015 Certificate III in Individual Support (Ageing, Home and Community)
- CHC42015 Certificate IV in Community Services
- CHC43315 Certificate IV in Mental Health
- CHC43115 Certificate IV in Disability

### Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$30.40	\$152.00	\$1,824.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

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## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.



This qualification develops your skills in preparation to work in a community and/or residential setting following an individualised plan to provide person-centred support to people who may require assistance due to ageing or some other reason.

- Develop skills to help empower older people and support those living with dementia.
- Gain factual, technical and procedural knowledge, as well as theoretical knowledge of concepts and practices required to provide person-centred support.

### Career opportunities

- Personal care assistant
- Nursing assistant
- Personal care worker
- Community worker

### Learning pathways

- CHC43015 Certificate IV in Ageing Support
- CHC43415 Certificate IV in Leisure and Health
- HLT54115 Diploma of Nursing
- Bachelor of Nursing

### Vocational placement

- 120 hours (Mandatory)

### Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$36.25	\$181.25	\$2,175.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees & Charges page](#).

## Course Units

- (CHCAGE001) Facilitate the empowerment of older people
- (CHCAGE005) Provide support to people living with dementia
- (CHCCCS011) Meet personal support needs
- (CHCCCS015) Provide individualised support
- (CHCCCS023) Support independence and wellbeing
- (CHCCCS025) Support relationships with carers and families
- (CHCCOM005) Communicate and work in health or community services
- (CHCDIS007) Facilitate the empowerment of people with disability
- (CHCDIV001) Work with diverse people
- (CHCHCS001) Provide home and community support services
- (CHCLEG001) Work legally and ethically
- (HLTAAP001) Recognise healthy body systems
- (HLTWHS002) Follow safe work practices for direct client care

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## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

## Course Units

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to a disability.

- Gain factual, technical and procedural knowledge, as well as theoretical knowledge of concepts and practices required to provide person-centered support.
- Develop skills to empower people with a disability and promote social inclusion.
- Learn how to contribute to the ongoing skills development of a person using a strength-based approach.

### Placement requirements

To achieve this qualification, learners must complete a minimum of 120 hours of work placement.

### Career Opportunities

- Accommodation support worker (Disability)
- Respite care worker
- Community care worker
- Personal care attendant

### Learning Pathways

- CHC43115 Certificate IV in Disability
- CHC43415 Certificate IV in Leisure and Health
- CHC52015 Diploma of Community Services

### Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$35.00	\$175.00	\$2,100.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees](#)

[& Charges page.](#)

## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

Learn how to demonstrate leadership in this increasingly important sector of the Community Services industry.

- Develop skills for coordinating services for older people.
- Be qualified to complete specialised tasks and functions in aged services in residential, home or community based environments.
- Take on more responsibility in developing, implementing and reviewing client services plans.

### Career opportunities

- Aged Care Activity Worker
- Care Service Team Leader
- Care Supervisor (Aged Care)
- Community program coordinator

### Learning Pathways

- CHC43415 Certificate IV in Leisure and Health
- HLT54115 Diploma of Nursing
- Bachelor of Nursing

### Vocational Placement

- 120 hours (Mandatory)

### Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$63.50	\$317.50	\$3,810.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees & Charges page](#).

## Course Units

- (CHCADV001) Facilitate the interests and rights of clients
- (CHCAGE001) Facilitate the empowerment of older people
- (CHCAGE003) Coordinate services for older people
- (CHCAGE004) Implement interventions with older people at risk
- (CHCAGE005) Provide support to people living with dementia
- (CHCCCS006) Facilitate individual service planning and delivery
- (CHCCCS011) Meet personal support needs
- (CHCCCS023) Support independence and wellbeing
- (CHCCCS025) Support relationships with carers and families
- (CHCDIS007) Facilitate the empowerment of people with disability
- (CHCDIS008) Facilitate community participation and social inclusion
- (CHCDIS009) Facilitate ongoing skills development using a person-centred approach
- (CHCDIV001) Work with diverse people
- (CHCLEG003) Manage legal and ethical compliance
- (CHCPAL001) Deliver care services using a palliative approach
- (CHCPRP001) Develop and maintain networks and collaborative partnerships
- (HLTAAP001) Recognise healthy body systems
- (HLTWHS002) Follow safe work practices for direct client care

## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

This qualification develops workers to participate in designing, implementing and evaluating leisure and health activities and programs for special needs clients.

- Develop abilities to work in residential facilities and/or in community agencies and day centres.
- Learn to complete specialised tasks and functions in relation to leisure and health.

## Placement requirements

To achieve this qualification, learners must complete a minimum of 120 hours of work placement.

## Career opportunities

- Recreation officer
- Activities coordinator
- Program coordinator
- Leisure and health assistant

## Learning pathways

- CHC43015 Certificate IV in Ageing Support
- CHC43115 Certificate IV in Disability
- CHC52015 Diploma of Community Services

## Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

### Approximate Tuition Fee

Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
\$52.75	\$263.75	\$3,165.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees & Charges page](#).

## Course Units

- (CHCAGE001) Facilitate the empowerment of older people
- (CHCCDE003) Work within a community development framework
- (CHCCOM002) Use communication to build relationships
- (CHCDIS002) Follow established person-centred behaviour supports
- (CHCDIS008) Facilitate community participation and social inclusion
- (CHCDIV001) Work with diverse people
- (CHCGRP002) Plan and conduct group activities
- (CHCLAH001) Work effectively in the leisure and health industries
- (CHCLAH002) Contribute to leisure and health programming
- (CHCLAH003) Participate in the planning, implementation and monitoring of individual leisure and health programs
- (CHCLAH004) Participate in planning leisure and health programs for clients with complex needs
- (CHCLAH005) Incorporate lifespan development and sociological concepts into leisure and health programming
- (CHCMHS001) Work with people with mental health issues
- (CHCPRP003) Reflect on and improve own professional practice
- (HLTAAP002) Confirm physical health status
- (HLTWHS002) Follow safe work practices for direct client care
- (SISXDIS002) Plan and conduct disability programs

## Upcoming Courses

Phone 1300 582 687 to register your interest in this course.



This qualification reflects the role of workers who develop and facilitate programs for young people through a range of community-based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people.

Work may be in community, government and youth sector agencies and largely self-directed with fairly autonomous decision-making capacity under the indirect supervision of a manager.

## Placement recommendations

It is recommended that learners complete a minimum of 120 hours of work placement while undertaking this course.

## Career opportunities

- Youth case worker
- Youth housing worker
- Community care workers

## Learning pathways

- CHC43315 Certificate IV in Mental Health
- CHC43215 Certificate IV in Alcohol and Other Drugs
- CHC52015 Diploma of Community Services
- Bachelor of Social Work

## Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$49.90	\$249.50	\$2,994.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees & Charges page](#).

## Course Units

- (CHCCDE003) Work within a community development framework
- (CHCCOM002) Use communication to build relationships
- (CHCDIV001) Work with diverse people
- (CHCDIV002) Promote Aboriginal and/or Torres Strait Islander cultural safety
- (CHCGRP002) Plan and conduct group activities
- (CHCLEG001) Work legally and ethically
- (CHCMHS001) Work with people with mental health issues
- (CHCMHS007) Work effectively in trauma informed care
- (CHCMHS011) Assess and promote social, emotional and physical wellbeing
- (CHCPRT001) Identify and respond to children and young people at risk
- (CHCYTH001) Engage respectfully with young people
- (CHCYTH002) Work effectively with young people in the youth work context
- (CHCYTH003) Support young people to create opportunities in their lives
- (CHCYTH004) Respond to critical situations
- (CHCYTH010) Provide services for young people appropriate to their needs and circumstances
- (CHCYTH011) Work effectively with young people and their families
- (HLTAID003) Provide First Aid
- (HLTWHS001) Participate in workplace health and safety

## Upcoming Courses

Phone 1300 582 687 to register your interest in this course.

Learn how to identify:

- The factors that contribute to healthy bowel habits and identify different bowel disorders and management
- Common problems with skin integrity and maintenance and also the use of catheters and how to care for them.

## Course Units

## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

**Course content includes:**

- the different types of Percutaneous Endoscopic Gastrostomy (PEG) Feeding.
- preparing for Bolus Feeding
- the Bolus feeding procedure using a syringe
- how to prevent complications
- the care and management of Percutaneous Endoscopic Gastrostomy (PEG) Feeding.

## Course Units

## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

- Learn correct posture and exercise to reduce risk of injury
- Gain greater understanding of the consequences from an WHS injury
- Identify hazards and learn to reduce injuries

## Course Units

(MANUAL HAND) Manual Handling

## Upcoming Courses

December 2018

Date	Course	Start time	Finish time	Location
Fri 14	Manual Handling	9:30AM	12:30PM	Corio

## Upcoming Courses

December 2018

Date	Course	Start time	Finish time	Location
Thu 13	Medication & Infection Control	9:30AM	12:00PM	Corio

**For further information  
and bookings please contact**

training@genu.org.au or  
1300 KTCOURSE (1300 582 687)

The 12-hour Mental Health First Aid course teaches adults (18 years and over) how to provide initial support to adults who are developing a mental illness or experiencing a mental health crisis.

What is the Mental Health First Aid course?

This course has been widely evaluated in research trials conducted by MHFA Australia and independent organisations. These evaluations consistently show that participants who complete the course have improved knowledge of mental illnesses and their treatments, knowledge of appropriate first aid strategies, and confidence in providing first aid to individuals with mental illness, benefits which are maintained over time. Some studies have also shown improved mental health in those who attend the training, decreases in stigmatising attitudes and increases in the amount and type of support provided to others.

Course Content

Course participants learn about the signs and symptoms of the common and disabling mental health problems, how to provide initial help, where and how to get professional help, what sort of help has been shown by research to be effective, and how to provide first aid in a crisis situation.

Developing mental health problems covered are:

- Depression
- Anxiety problems
- Psychosis
- Substance use problems

Mental health crisis situations covered are:

- Suicidal thoughts and behaviours
- Non-suicidal self-injury (sometimes called deliberate self-harm)
- Panic attacks
- Traumatic events
- Severe effects of drug or alcohol use
- Severe psychotic states
- Aggressive behaviours

Course Format

This is a 2 day (12-hour) course. Course participants receive a copy of the Standard MHFA Manual to keep and a certificate of completion.



## Course Units

(MHFA) Mental Health First Aid

## Upcoming Courses

### November 2018

Date	Course	Start time	Finish time	Location
Fri 23	Mental Health First Aid	9:00AM	More than 1 day	Sunshine

### December 2018

Date	Course	Start time	Finish time	Location
Mon 03	Mental Health First Aid	9:00AM	More than 1 day	East Geelong

### January 2019

Date	Course	Start time	Finish time	Location
Fri 25	Mental Health First Aid	9:00AM	More than 1 day	Sunshine



## Upcoming Courses

Phone 1300 582 687 to register your interest in this course.

**For further information  
and bookings please contact**

training@genu.org.au or  
1300 KTCOURSE (1300 582 687)

Learning outcomes include:

- identifying personal values and cultural influences
- defining professional boundaries
- identifying why professional boundaries are broken
- understanding the purpose for maintaining professional boundaries
- identifying strategies for maintaining professional boundaries.

## Course Units

## Upcoming Courses

Phone 1300 582 687 to register your interest in this course.

This unit applies to all workers who may be required to provide CPR, in a range of situations, including community and workplace settings.

## Course Units

(HLTAID001) Provide Cardiopulmonary Resuscitation

## Upcoming Courses

### December 2018

Date	Course	Start time	Finish time	Location
Wed 05	Provide Cardiopulmonary Resuscitation (CPR)	9:30AM	12:00PM	Sunshine
Fri 14	Provide Cardiopulmonary Resuscitation (CPR)	10:00AM	12:30PM	Corio

A mandatory qualification for many jobs, this course delivers skills and knowledge to:

- Identify, assess and minimise immediate hazards
- Assess the casualty and identify injuries or conditions
- Provide first aid management
- Correctly operate first aid equipment
- Request ambulance support and/or appropriate medical assistance
- Accurately report details of a casualty's physical condition.

## Course Units

(HLTAID003) Provide First Aid

## Upcoming Courses

### November 2018

Date	Course	Start time	Finish time	Location
Mon 26	Provide First Aid	9:30AM	5:00PM	Corio

### December 2018

Date	Course	Start time	Finish time	Location
Wed 05	Provide First Aid	9:30AM	5:00PM	Sunshine

- Assessing and determining at risk behaviors
- Understanding the causes of at risk behaviors within the context of mental wellbeing
- Understanding NSSI or Non- Suicidal Self Injury and responding appropriately
- Understanding suicide ideations and behaviors and responding appropriately

**Cost:** \$70 (plus GST) per person

**Min Number of Students:** 8

**Duration:** 2 hours

## Course Units

## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

- Assessing and determining at risk behaviours including self-harming and suicidal statements.
- The clarification of myths and misconceptions of interventions.
- Understanding the causes of at risk behaviours
- Strategies to respond to at risk behaviours

Workshop Cost: \$55 (Inc GST)

## Course Units

## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

- Exploring when the customer presentation appears beyond general sadness, including grief and loss, and or depression signs and symptoms
- Strategies to enhance the wellbeing of customers

Workshop Cost: \$55 (Inc GST)

## Course Units

## Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

Develop your skills in preparation for working in hospitality during this interactive three day course.

You will be introduced to the art of coffee making, working with a safe approach when handling food, guidelines for the responsible service of alcohol and customer service skills.

Satisfactory completion of assessments during this course will result in a statement of attainment for the accredited unit SITXFSA001 Use hygienic practices for food safety.

Tasting Plate Menu

Day 1:

- SITXFSA001 Use hygienic practices for food safety

Day 2:

- Basic coffee making
- Customer service

Day 3:

- Basic coffee making
- Customer service
- Responsible service of alcohol (RSA)

Learn from our very own hospitality heroes who are currently leading the way in the local hospitality scene.

## Course Units

(COFFEE) Coffee making  
 (RSA) Responsible Service of Alcohol  
 (CUSTSVCE) Customer Service  
 (SITXFSA001) Use hygienic practices for food safety  
 (FOODBEVERAGE) Food & Beverage Service  
 (RSA) Responsible Service of Alcohol  
 (SITXFSA001) Use hygienic practices for food safety

## Upcoming Courses

December 2018

Date	Course	Start time	Finish time	Location
Tue 04	Tasting Plate	9:30AM	More than 1 day	Sunshine
Mon 17	Tasting Plate	9:00AM	More than 1 day	genU BARWON - 18th Amendment and genU BARWON - Little Ryrie Street



Mental illnesses often start in adolescence or early adulthood and it is important to detect problems early to ensure the young person is properly treated and supported. The YMHFA course teaches adults who have frequent contact with adolescents, such as parents, guardians, school staff, sport coaches and youth workers, how to assist adolescents who are developing a mental health problem, experiencing a worsening of a mental health problem or in a mental health crisis.

What is the Youth Mental Health First Aid course?

The Youth Mental Health First Aid (YMHFA) course is based on international MHFA Guidelines. These Guidelines were developed using consensus of mental health consumers, carers and professionals from English-speaking developed countries.

Course Content

The YMHFA course teaches adults how to assist adolescents who are developing any of the following mental health problems, experiencing a worsening of an existing mental health problem or in a mental health crisis:

Developing mental health problems

- Depression
- Anxiety problems
- Eating disorders
- Psychosis
- Substance use problems.

Mental health crises

- Suicidal thoughts and behaviours
- Non-suicidal self-injury
- Panic attacks
- Traumatic events
- Severe psychotic states
- Severe effects from alcohol or other drug use
- Aggressive behaviours.

Course Format

This is a 2 day (14-hour) course. Course participants receive a copy of the YMHFA Manual to keep and are eligible to become an accredited Mental Health First Aider.



## Course Units

## Upcoming Courses

Phone 1300 582 687 to register your interest in this course.